

OC-M80- 407
28 May 1980

MEMORANDUM FOR: OC Executive Board Members

STATINTL FROM: [REDACTED]
Director of Communications

SUBJECT: Executive Board Format

The recent discussion of Executive Board activities at our Team Building Exercise at [REDACTED] appeared to reach a consensus on the following points:

STATINTL

a. Agenda - Items to be placed upon the Executive Board Agenda will be identified in writing by the Board Member suggesting the item. The information to be included on the agenda will include the subject matter to be discussed, the purpose of the discussion, the identity of the presenter(s), and the period of time allocated for the discussion. Items, with the exception noted below, not submitted in this format will not be placed on the agenda.

b. Feedback - The first item on the agenda of each Executive Board meeting will be feedback to the Board Members from the D/CO or DD/CO with regard to actions taken on items discussed at the previous Board meeting.

c. Follow-up - The Executive Assistant will be responsible for reporting to the Board on a quarterly basis beginning in September 1980 as to the status of the implementation of all items approved by the Board for action.

STATINTL

cc: OC-EXA [REDACTED]

STATINTL Orig: D/CO [REDACTED] (28 May 1980)

Distribution:

- 1 - Each Board Member
- 1 - D/CO Chrono
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